



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT DIRECTOR, GENERAL SERVICES

Class No. 02219

■ CLASSIFICATION PURPOSE

To serve as principal assistant to the Director, General Services; to assist in managing the overall activities of the Department of General Services providing a variety of support services to County departments and courts; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the Department of General Services. The Assistant Director, General Services is responsible for serving as the principal assistant to the Director and assists in the management of the department's activities providing services to County departments in the areas of architecture/engineering, facility services, fleet operations, real property, mail services, and other support services.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the Department of General Services providing architectural and engineering services, facility services, fleet operations, real property, mail services, and other support services.
2. Assists in directing the development and implementation of countywide policy and procedures concerning departmental services.
3. Develops and implements departmental plans and programs.
4. Directs the establishment of criteria and guidelines to control the review and processing of service requirements from departments using factors such as costs, modern technology, time projections, and project specifications.
5. Directs the establishment and implementation of new systems and services by applying new technology and methods.
6. Negotiates and administers contracts for real property, facilities, equipment, personnel, and other services.
7. Assists in developing the department's annual budget and monitors revenue and expenditure transactions.
8. Conducts fiscal analysis and prepares cost projections.
9. Identifies operational problems and formulates appropriate solutions.
10. Prepares reports and correspondence.
11. Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities.
12. Performs special studies and projects as assigned by the Director.
13. Acts in the absence of the Director.
14. Supervises subordinate staff.
15. Provides high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods of real estate, facility property management, capital project planning, and construction management methods.
- Contract negotiations and administration, government bidding, and purchasing procedures.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Policy/procedure development and implementation related to the Department of General Services.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Assist in planning, organizing, directing, and evaluating the overall activities of staff involved in architecture and engineering, facility services, fleet operations, real property, mail services, and other support services.
- Evaluate capital project proposals for cost, equipment, and staff projections, time frames, and specifications.
- Coordinate departmental services with County departments and public/private agencies.
- Ensure that departmental activities conform to Federal, State, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Effectively communicate orally and in writing.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field; AND three (3) years of directly related management experience.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Work is performed in an office environment with adequate temperature, ventilation, and lighting. Fieldwork may include visiting businesses and attending off-site meetings.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: April 28, 1970
Revised: April 17, 1992
Reviewed: Spring 2004

Assistant Director, General Services (Class No. 002219)

Union Code: EM

Variable Entry: Y